

No Child Left Behind Act of 2001
(NCLB)
P. L. 107-110

Title V, Part A
Innovative Programs

Individual Application
Guidelines ∪ Instructions ∪ Assurances

Application Submission Date:
July 1, 2006

Grant Award Period:
July 1, 2006 – September 30, 2007

Virginia Department of Education
Division of Instruction
Office of Program Administration and Accountability
P. O. Box 2120
Richmond, VA 23218-2120

Application Guidelines

Purpose of Program and General Use of Funds

The purpose of Title V, Part A, Innovative Programs is to support the five *No Child Left Behind* (NCLB) goals, which are:

- All students will reach high standards, at a minimum, attaining proficiency or better in reading/language arts and mathematics by 2013-2014.
- All limited English proficient students will become proficient in English and reach high academic standards, at a minimum, attaining proficiency or better in reading/language arts and mathematics.
- By 2005-2006, all students will be taught by highly qualified teachers.
- All students will be educated in learning environments that are safe, drug free, and conducive to learning.
- All students will graduate from high school.

Funds are to be used to develop instructional programs that: a) support local education reform efforts that are consistent with and support statewide education reform efforts; b) provide funding to enable state and local educational agencies to implement promising reform programs; c) provide a continuing source of innovation and educational improvement, including support for library services and instructional and media materials; d) meet the special educational needs of at-risk and high-cost students; and e) develop and implement education programs to improve school, student, and teacher performance, including professional development activities and class size reduction programs. Services can be provided to students under 27 broad programmatic categories.

Application Submission and Approval Deadline

- The application submission date is July 1, 2006.
- A school division that submits an approvable application by July 1, 2006, will have the appropriate 2006-2007 funds available on a reimbursement basis as of July 1, 2006. A school division that submits an approvable application after July 1, 2006, will have the appropriate 2006-2007 funds available on a reimbursement basis as of the date the application is received at the department.

Submissions to the Department of Education

- Applications will be submitted using the Web-based Online Management of Education Grant Awards (OMEGA) system. See instructions for the electronic application completion and submission process on page 3.
- The signed application cover page **should not be submitted** to the Virginia Department of Education. The application cover page signed by the division superintendent and the local school board chairperson should be retained and filed at the division level. **THE SIGNED APPLICATION COVER PAGE THAT WILL BE RETAINED AT THE LOCAL LEVEL AND THE ONLINE CERTIFICATION BY THE SUPERINTENDENT WILL INDICATE COMPLIANCE WITH APPLICATION ASSURANCES.** See additional information on assurances in the "General Assurances and Program Specific Assurances" section on page 3.

Revisions and Amendments to Applications

- Revisions are edits that are necessary to the program, application, or budget *before* approval can be granted. Revisions to the application can be made after the original submission and prior to the receipt of the official grant award **notification**.
- Amendments are changes that are made to the program, application or budget *after* the receipt of the official grant award **notification**. Amendments can be made during the entire grant award period. An electronic amendment form must accompany all amendments.

- All changes, whether revisions or amendments, should be made to the original or most current version of the application Microsoft Excel file. The file should then be resubmitted using OMEGA in a similar manner as was used for the original submission of the application file. Additional information on amendment submission is available in the online technical assistance document located at: <http://www.doe.virginia.gov/VDOE/Instruction/OCP/nclb-applications.html>.

Criteria for Application Approval

The applications will be reviewed by the specialist assigned to the specific school division. In determining whether or not to approve the application of a local school division, key consideration will be given to the information provided. The following criteria will be used.

- Response to each item is clear, specific, and complete.
- Data, based on the local needs assessment, are appropriate and current.
- Program narrative information provided contributes to the achievement of the *No Child Left Behind* goals.
- Budget is realistic and supports the measurable objectives.

Release of Federal Funds and Grant Award Period

- At the conclusion of the approval process, Title V, Part A, funds are released to school divisions on a reimbursement basis.
- The full grant award period is July 1, 2006, through September 30, 2008. **Note: Carryover requests for Title V, Part A, are no longer required.**
- Should the 2006-2007 allocation be unavailable to school divisions by the application submission date, the 2005-2006 Title V, Part A, allocation may be used as the tentative budget amount. When the school division's final 2006-2007 individual program allocation has been received, applicants should follow the electronic amendment process outlined in the online technical assistance document located at: <http://www.doe.virginia.gov/VDOE/Instruction/OCP/nclb-applications.html>

Appendix A: General Assurances and Program Specific Assurances

- Assurances represent policies, procedures, and activities that must be developed by the school division to carry out the provisions of the law. The "General Assurances and Program Specific Assurances" are located at the end of this document and must be retained at the division level.
- **THE SUPERINTENDENT/DESIGNEE'S AND BOARD CHAIRPERSON'S SIGNATURES ON THE APPLICATION COVER PAGE CERTIFY THAT THE LOCAL EDUCATIONAL AGENCY WILL IMPLEMENT THE GENERAL AND PROGRAM SPECIFIC ASSURANCES. THE SIGNED ORIGINAL OF THE APPLICATION COVER PAGE MUST BE RETAINED AT THE DIVISION LEVEL.**

Instructions for Electronic Completion and Submission of Application

- The application has been created as a Microsoft Excel form. Users will be allowed to enter information only in areas of the application in which they see a white box. The "Tab" key should be used to move from box to box. **Do not** use the "Enter" key to advance to the next box.
- The completed application must be saved as an Excel document with the following name: "XXXTitleVPtA06-07.doc" (the "XXX" should be replaced with the three-digit LEA/Payee Code for your particular division). For example, Accomack County's Title V, Part A, application should be saved as "001TitleVPtA06-07.xls" on your computer.
- The completed application should be uploaded to the OMEGA system by selecting the appropriate options to indicate the type of application (individual or consolidated) and then the appropriate federal program(s) in the application(s).

- OMEGA can be accessed through the Virginia Department of Education (VDOE) Single Sign-on for Web System (SSWS) located at: <https://eb01.vak12ed.edu/ssws>.
- A log-in ID and password are necessary to access the system.
- Additional information and guidance regarding the submission of the application using OMEGA, can be found in the technical assistance document at: <http://www.doe.virginia.gov/VDOE/Instruction/OCP/nclb-applications.html>. If additional technical support is needed, please e-mail OMEGA.Support@doe.virginia.gov or at (804) 371-0993.
- All other correspondence relating to questions from school divisions located in
 - Superintendent Regional Study Groups I, IV, VII, and VIII should be directed to Duane Sergeant, Title V Specialist, at Duane.Sergeant@doe.virginia.gov or at (804) 371-2929.
 - All correspondence relating to questions from school divisions located in Superintendent Regional Study Groups II, III, V, and VI should be directed to Diane Jay, Associate Director, at Diane.Jay@doe.virginia.gov or at (804) 225-2905.

Instructions for Completing the Application

A. COVER PAGE (PAGES 1-2)

1. The applicant will complete the school division information section. Click the drop down box that appears at the end of the Applicant (Legal Name of Agency) to find your school division name. This feature will automatically insert your school division name and number throughout the application.
2. The local school board must review and approve the application prior to submission to the Virginia Department of Education.
3. The designated division representative will complete the Local Educational Agency Certification by securing all appropriate signatures and by indicating the date of the school board meeting.
4. Once you have clicked on your school division name, on page 2 the 2005-2006 funding allocations will appear in the box in the column labeled 2005-2006 Allocation. A “yes” or “no” will also appear in the column marked 2005-2006 Consolidated application.
5. On page 2, complete the public entitlement, private (if applicable), and total entitlement for 2006-2007. Should the 2006-2007 allocation be unavailable by the application submission date, the 2005-2006 Title V, Part A, allocation may be used as the tentative budget amount. Indicate the high cost factor allocation option.

B. PROGRAM OVERVIEW (PAGES 3-4) — RESPONSE LIMIT: 2 PAGES

In narrative format:

1. Describe the instructional program or program of services to be developed with the requested federal funds.
2. Describe how decisions were made regarding the local use of Title V funds.
3. Include the targeted population(s) (Examples: NCLB subgroups of students, homeless and migrant students, instructional and administrative staff, paraprofessionals, parents, etc.).
4. Discuss how the division’s program will contribute to the achievement of the NCLB goals.

C. MEASURABLE OBJECTIVES (PAGES 5-8)

1. Review the definition and examples of measurable objectives below.
2. In the tables, as needed, state the measurable objectives that will guide the development of the program to be funded with the requested federal funds. Measurable objectives may be continued/revised from the previous school year.
3. Then describe the scientifically-based research services and activities (programs, models, instructional methods and techniques) that will be implemented to achieve each objective and that will be supported by the requested funds.

4. The Title V, Part A, program requires that data from the local needs assessment be used to determine how program funds will be targeted. Complete a measurable objective for each innovative assistance program area for which funds are requested. Indicate whether funds are for public or private school students. If funds are for private school students, indicate the name of the school.

What is a Measurable Objective?

A measurable objective has four components:

1. Subject (Who is the target or focus?);
2. Behavior (What will be changed/improved?);
3. Specific criteria for assessing improvement, readiness, or achievement; and
4. Time period for performance or assessment.

Examples:

1. In the spring of 2007, 85 percent of the 5th grade students taking the Standards of Learning writing test will score 400 or higher.
2. By the end of the 2006-2007 school year, 80 percent of students in grade 2 will demonstrate an ability to comprehend on-grade-level reading materials as measured by the S.T.A.R. Diagnostic Test.

Note: It is anticipated that 2005-2006 *student-level* Standards of Learning (SOL) test results will arrive in the school divisions prior to the application deadline. Though unofficial, schools and school divisions should examine these data for student progress toward the attainment of the adequate yearly progress (AYP) annual measurable objectives in reading (English/language arts) and mathematics.

School divisions that have not received the data in sufficient time to complete certain measurable objectives by the application deadline should still consider submitting the application on time. Upon receipt and analysis of the student-level data, divisions should submit an electronic application amendment form and the revised application.

D-H. BUDGET (PAGES 9-15)

1. The program budget must reflect resources needed to achieve the measurable objectives for both public and private school students.
2. Complete the following budget forms:
 - **D. Program Area Budget Summary**. Public and Private funds must be allocated for expenditure by object codes and expenditure accounts for each planned innovative assistance program area.
 - Indirect costs and program administration allocations should be recorded under object code 5000 in the appropriate innovative assistance program area.
 - Expenditure codes 7000 and 9000 are not used in application budgets or in requests for reimbursements. See the “Expenditure Accounts Description” page for the object code explanations.
 - Allocations for Program Area 3 must be identified separately as innovative areas 3a, 3b, or 3c.
 - **E. Justification for Capital Outlay – Object Code 8000**. A form is provided to record and justify individual expenditures costing \$5,000 or more.
 - **F. Participation and Planned Allocation of Funds**. A form is provided to record the amount budgeted for public and private schools funds by innovative assistance program areas and by number of students and staff served.
 - **G. Public School: Budget Summary Supplement**. A form is provided to show a breakdown of the budget for public school funds by innovative assistance program areas and object codes.

If indirect costs are included in the budget, show the indirect costs and program administration allocations in object code 5000 within a program area.

- H. Private School(s): Budget Summary Supplement. A form is provided to show a breakdown of the budget for all combined private school funds by innovative assistance program areas and object codes.
3. The “Expenditure Accounts Description” provides definitions for the object codes. It should be noted that capital outlay does not include the purchase of equipment costing less than \$5,000 per item unless the LEA has set a lower capitalization threshold.

Appendix A

ASSURANCES

The assurances should be kept on file in the division.

GENERAL ASSURANCES

Title I, Part A	– Improving Basic Programs Operated by Local Educational Agencies
Title I, Part C	– Education of Migratory Children
Title I, Part D, Subpart 2	– Prevention and Intervention Programs for Children and Youth Who Are Neglected, Delinquent, or At-Risk
Title II, Part A	– Teacher and Principal Training and Recruiting Fund
Title II, Part D	– Enhancing Education Through Technology
Title III, Part A	– English Language Acquisition, Language Enhancement and Academic Achievement
Title IV, Part A	– Safe and Drug-Free Schools and Communities
Title V, Part A	– Innovative Programs
Title VI, Part B, Subpart 2	– Rural and Low-Income School Program

The school division assures:

- I. Each program will be administered in accordance with all applicable statutes, regulations, program plans, and applications;
- II. The control of funds provided under each program and title to property acquired with program funds will be in a public agency, a nonprofit private agency, institution, organization, or an Indian tribe, if the law authorizing the program provides for assistance to those entities;
- III. The public agency, nonprofit private agency, institution, or organization, or Indian tribe will administer those funds and property to the extent required by the authorizing statutes;
- IV. It will adopt and use proper methods of administering each program, including—
 - A. **The enforcement of any obligations imposed by law on agencies, institutions, organizations, and other recipients responsible for carrying out each program;**
 - B. **The correction of deficiencies in program operations that are identified through audits, monitoring, or evaluation and that:**
 1. It will maintain fiscal effort in support of free public education;
 2. It will provide services with state and local funds that are at least comparable to services provided in schools and areas not receiving special federal funds;
 3. The majority of the resources in the school division are derived from non-federal funds;
 4. It is in compliance with the requirements regarding school prayer as specified in P. L. 107-110, Title IX, Section 9524;
 5. It will comply with the audit requirements for each program;
 6. The federal funds are used to supplement, not supplant regular non-federal funds;
 7. It will cooperate in carrying out any evaluation of each program conducted by or for the state educational agency, the Secretary, or other federal officials;
 8. It will use such fiscal control and fund accounting procedures as will ensure proper disbursement of, and accounting for, federal funds paid to the applicant under each program;
 9. It will submit such reports to the state educational agency (which shall make the reports available to the Governor) and the Secretary of Education as the state educational agency and Secretary may require to enable the state educational agency and the Secretary to perform their duties under each program;
 10. It will maintain such records for five years, provide such information, and afford such access to the records as the state educational agency (after consultation with the Governor) or the Secretary may reasonably require to carry out the state educational agency's or the Secretary's duties;

11. It consulted with teachers, school administrators, parents, members of the community, nonprofit organizations and other interested parties in the development of this plan;
12. It afforded a reasonable opportunity for public comment on the plan or application and considered such comment before the application was submitted;
13. It is in compliance with the requirement regarding equal access to public school facilities as specified in P. L. 107-110, Title IX, Section 9525;
14. It will comply with the other application requirements outlined in
Section 9501. Private School Children;
Section 9502. Bypass; and
Section 9521. Maintenance of Effort under Title IX – General Provisions;
15. It will notify the parents of each student attending any school receiving funds under this part that the parents may request, and the agency will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including, at a minimum, the following:
 - a) whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
 - b) whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived;
 - c) whether the child is provided services by paraprofessionals and, if so, their qualifications; and
 - d) the baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree;
16. It will provide information in an understandable and uniform format and, to the extent practicable, in a language that parents can understand;
17. It will ensure that funds are expended in accordance with the school division's approved application or amended application. In the event the local division needs to expend funds in any manner other than stipulated in the approved application, the plan must be amended using the amendment process provided by the Department of Education. The application must be amended before funds can be expended for activities not approved in the original application;
- C. That it will collect and disseminate information collected under Section 1111 in a manner that protects the privacy of individuals;
- D. That it will abide by the School Improvement provisions of Title I, Section 1116, that include among other requirements, the provisions of public school choice and supplemental educational services, as appropriate, for schools identified for Title I School Improvement.
- E. That it will abide by the LEA Improvement provisions of Title I, Section 1116, as appropriate, for divisions that are identified for LEA Improvement.
- V. The division shall comply with Section 22.1-277.01, of the Code of Virginia that requires the expulsion for one year of any student determined to have brought a firearm to school. A description of each incident, the name of the school concerned, the number of students expelled from each school, and the type of firearm used in each instance of expulsion will be reported to the Virginia Department of Education in compliance with provisions under Section 4141 of Title IV. This agency has a policy that requires referral to the criminal justice or the juvenile delinquency system of any student who brings a firearm or weapon to school;
- VI. It will participate, if selected, in the state National Assessment of Educational Progress in 4th and 8th grade reading and mathematics carried out under Section 411(b)(2) of the National Education Statistics Act of 1994.

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PROGRAM SPECIFIC ASSURANCES

Title V, Part A – Innovative Programs

Each school division's plan shall describe how —

1. It will implement same-gender programs (if applicable) under Section 5131(a)(23) in compliance with federal requirements as indicated in Section 5131(c); and
2. It will comply with Section 5142 concerning the participation of children enrolled in private nonprofit schools.